

Brightwater Center

The Education & Community Center at the Brightwater Clean-Water Treatment Facility

Brightwater Center Frequently Asked Questions

What types of events are held at Brightwater Center? Brightwater Center is a great facility for conferences, meetings, workshops or classes, wedding ceremonies, receptions, holiday parties, and other celebrations.

What is the capacity? Capacities vary by room. Below is a breakdown of each room, capacity, and square footage.

Rooms for Rent	Capacity	Square footage
Classroom or Laboratory Room	72	1430
North Meeting Room	43	650
South Meeting Room	43	650
Community Room + Hearth Room	174	2600
Combined 3 (North, South, Community)	260	3900

What is included in my rental? Use of our catering kitchen (see details below), projector, screen, sound system, DVD player, document camera, whiteboard, markers, tables, chairs. The educational exhibit hall is also open for our guests to explore.

What are the amenities of the kitchen?

4 Burner gas stove and oven
1 Microwave
2 Large refrigerators, 1 Small freezer
1 Small icemaker (for large events is it recommended to bring ice)
1 Large percolating coffee maker (100 cup), 1 Large automatic drip coffee maker with filters
4 2.2L coffee/tea air pots
1 Tea Kettle
8 Pitchers
30 plates, bowls, forks, spoons, knives
50 Coffee mugs, 50 Glasses
5 Platters, 12 Serving plates
Basic serving utensils
Trash and recycling bins

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What are your rental hours? The facility can be rented as early as 6:00am. All events must end at 11:00pm, but you can take up to two hours to clean-up after the event. All guests need to leave the building by 1:00am. Your set up and clean-up time must be included in your rental time.

How much parking is available? There are two public parking lots. Because we are a public facility, we cannot guarantee an exact number of parking spaces. In total we have 124 spaces; however, on average there are about 100 available spaces at any given time. Unfortunately, there is no street parking.

When is the best time to visit the facility? Due to low staff availability and other groups using the space, we ask that you call or email to set up a time to view the facility. Generally, someone is here M-F, 8:00am-4:30pm. **(206)263-9412**

Will there be staff onsite to help us during our event? Yes, a facility site supervisor will be available to you throughout the duration of your event.

Is the facility going to be set up when we get there? No, you are responsible for set-up and clean-up. The site supervisor may assist you but is not required to do so.

Can we hang decorations inside the facility? The use of staples, nails, tacks, duct tape or other non-approved tapes is strictly prohibited when affixing decorations. The use of 3M tape or painters tape is acceptable. All tape must be removed when taking down decorations.

Do you provide ladders for us to use? No, you would need to bring a ladder if you think you need one. The ceilings are very high and you won't be able to hang anything from the ceiling or the light fixtures.

Are the lights on dimmers? Yes, in the Community Room and the classrooms. However, the lights are fluorescent and do not dim all the way down.

Can we purchase additional hours the "day of" our event? No, all rental hours must be purchased prior to the event date through the Payment Processing Center.

Do we need to clean up after our event? Yes, you will need to remove all of your items, spray and wipe down the tables, sweep the floors, clean up the kitchen, empty the garbage/recycling, etc. Heavy cleaning will be done by the site supervisor after the event. The site supervisor will be onsite to monitor your cleanup and let you know what else needs to be done before you leave. We supply all the cleaning supplies.

Who handles the garbage/recycling? You are responsible for taking the bags out to the garbage and recycling dumpsters, which are located in our parking lot. We will supply the garbage bags.

When can my rental items be delivered? Deliveries can be made at the start of your rental time and should be picked up the same day or removed by you to be picked up elsewhere.

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Do you provide linens, dishes, glassware, serving pieces, etc? We do not supply linens, and we have very limited dishes, glassware, silverware, etc. You or your caterer will need to supply these items.

Can we use candles? Yes, but per the Fire Marshall's code they must be enclosed in glass that is as tall as the candle and flame. Floating candles are ok.

Can we have music/band? Yes, as long as you keep the music at a decent level. Our site supervisor will monitor the music during the event and will let you know if the music needs to be turned down.

Is there a dance floor? No, however, the concrete floor provides a great dancing surface. Dancing is not allowed on the wood flooring unless a dance floor cover is purchased and used.

Can we use the tables and chairs outside? The indoor tables and chairs can be used outside under the covered areas and concrete patios. They cannot be used on the lawn or graveled areas.

What are your catering rules? Can we provide our own food? You may use any outside caterer you choose, and you are welcome to provide your own food. The kitchen is not equipped for cooking for large groups, so most of the food should be cooked before you get here. Outside barbequing is fine.

Are we allowed to use a barbeque? Self-contained gas barbeques may be used on the large patio in designated areas only and staff will assist you in appropriate placement. Please indicate on your permit form that you will be bringing a barbeque. Barbeques are not allowed indoors or on any other patio or deck area.

Is alcohol allowed? Yes, we allow beer, wine with prior approval. There is an additional alcohol fee if you are planning on having alcohol at your event and insurance is required.

Do we need a licensed bartender? No, but you will need to purchase a banquet permit from the WA State Liquor Control Board online at <http://liq.wa.gov/licensing/banquet-permits> You will be responsible for making sure alcohol is not served to, or consumed by minors. The legal responsibility for any guest's consumption of alcohol rests with the individual signing the rental contract and the individual purchasing the WA State Liquor Banquet permit.

Do you require event insurance? Yes, for any groups serving alcohol, or for other large parties. We reserve the right to require insurance from any rental group.

Your insurance must have \$1,000,000 General Aggregate Liability coverage and must also include Host Liquor Liability.

The Certificate Holder section must include the following wording, "King County, its agents, officials, employees, and officers"

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When you obtain your insurance, please send it to our office at:

King County Parks
Regional Scheduling Office
201 S Jackson St, Ste. #700
Seattle, WA 98104

You can also email it to Regional.Scheduling@KingCounty.gov or FAX 206-588-8012
Please feel free to contact us with any questions.
206-477-6150

Can I buy insurance from the County? No. We don't sell insurance but there are event insurance companies online that provide insurance for one-time events. Search online for "one-day event insurance".

Following is a list of Event Insurance Companies that our customers have told us they've used. There are probably other event insurance companies that you can research online. King County does not endorse the use of any of these companies. We are providing the list as a courtesy to our customers only.

info@theeventhelper.com
www.markelamerican.com
www.privateevent.com
www.wedsafe.com
www.eventinsure.com

Is there a security/damage deposit? Yes. For any group consuming alcohol, and events over 100 people we charge a fully refundable deposit. They range between \$100-\$500. You will get the security/damage deposit back no later than one month after your event if there is no damage to the facility, it is cleaned appropriately, and your event ends on time.

How do I pay for the facility? We can take all your rental information over the phone at **206-477-6150**. Please allow about 5 to 10 minutes when you call. We take Visa, MC and Discover. You can also mail us a check.

What if we cancel our booking? King County has a fairly strict cancellation policy. Please be sure that you are certain you want the facility before booking it. We highly recommend that you view the facility before booking it.